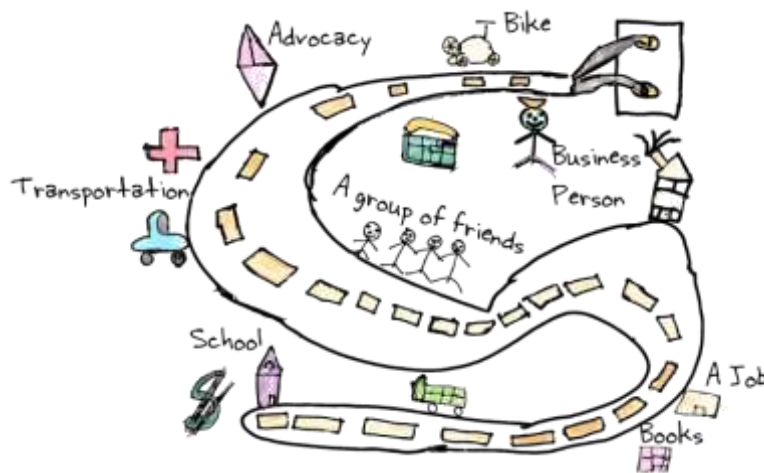


Supporting Individual Success For Individuals with Intellectual Disabilities or Autism

Office of Aging & Disability Services



A Guide for Case Managers

Understanding the Proposed Budgets and Service Hours by Residential Setting

Revised as of April 2, 2015

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Introduction

The primary audience for this guide is Case Managers working with members with intellectual disabilities and autism. It provides detailed information regarding the model that will be used for allocating resources to members receiving Section 21 waiver services in the future.

Individuals and their families will undoubtedly have questions regarding what they can expect with the new model. This guide is intended to assist Case Managers to understand the components of the new model and, in turn, provide accurate and helpful information to members.

Understanding Individual Budgeting

At the center of a system promoting self-direction is a personal budget allocation that the individual may use within an approved person-centered service plan to secure needed supports. In the new model, an individual's base budget amount is based on their level of need, which is informed by the Supports Intensity Scale®, and other information. Individuals will be assigned to a level and will know their base budget *before* planning for their supports. Case Managers will assist individuals to plan for the supports they need and prefer while staying within their budget amount.

Important to Know Right Now

- No changes have been made to services at this time.
- Information about levels and budgets is for review only.
- Change process will begin in July 2015.
- Information is posted on the OADS website:
<http://www.maine.gov/dhhs/oads/disability/ds/sis/index.shtml>
- For more information, email OADS@maine.gov

How to Use This Guide

This guide can be used to easily locate an individual's proposed annual base budget amount. You will need to know the following information to use this guide:

- The individual's residential placement
- The number of individuals living in that residential placement
- If the individual's provider has an approved designation of *Increased Level of Support* (applies only to Shared Living or Family Centered Living)
- The individual's SIS level assignment (1-5) provided by OADS

Use the Table of Contents to locate information by residential placement. Each residential placement section has a series of tables describing the services, units, and dollar amounts included in the proposed base budgets by SIS level. The descriptions for the proposed five levels and residential definitions are provided on the next few pages to help with understanding the proposed budgets.

Maine Level Descriptions

1	<p>Adults in this level have low support need, including little to no support need for medical and behavioral challenges. They can manage many aspects of their lives independently or with little assistance. This includes instrumental activities like eating or dressing, as well as daily living activities such as shopping or going out into the community. Supports are typically intermittent rather than 24 hours a day, 7 days a week (24/7).</p> <p>Someone in this level may need supports with clothing care, preparing meals, and dressing. Often support needed involves some monitoring or prompting instead of partial to full physical support. They may need intermittent help participating in leisure activities, gaining and maintaining employment, visiting family and friends, or assistance with shopping. They may be able to ambulate or need little to no help moving about, but need help with health practices that include maintaining a nutritious diet and/or taking medications.</p>
2	<p>Adults in this level have moderate support needs and little to no support need for medical and behavioral challenges. Although they need more support than those in Level 1, their support needs are minimal in a number of life areas. They may also receive intermittent daily support rather than 24/7.</p> <p>An individual in this level may need some assistance preparing and eating meals, they might need monitoring or prompting with daily dressing, and daily assistance with housekeeping and laundry. They may need support getting from place to place, gaining and maintaining employment, accessing public services or interacting with community members. In this level, they most likely will need partial physical assistance taking medications, avoiding health and safety concerns and maintaining a healthy diet.</p>
3	<p>Adults in this level have either:</p> <ul style="list-style-type: none"> • Low to moderate support needs as in Levels 1 & 2 but also above average, non-extensive support need due to behavioral challenges; or • Above average support needs and up to above average, non-extensive support need due to behavioral challenges. <p>Adults in this level may need 24/7 supports due to their daily support needs and/or behavioral challenges.</p> <p>In this level, an individual will most likely need daily assistance preparing food, eating meals, dressing, and bathing. This could range from monitoring, but will most likely include partial to full physical assistance for some supports including gaining and maintaining employment, accessing community activities; such as, visiting friends and family members, or participating in preferred community activities. They will most likely need at least partial physical assistance obtaining health care. They may also have behavioral support needs that lie outside of overall living activity supports. This could include support with prevention of outbursts, or monitoring for wandering.</p>

4	<p>Adults in this level have either:</p> <ul style="list-style-type: none"> • High to maximum support needs; or • Significant need for support due to medical conditions. <p>They have behavioral support needs that are not significant but can range from none to above average. Adults in this level may need additional 24/7 supports due to their daily support needs and/or medical conditions.</p> <p>Support needs may include partial to full physical assistance with eating and preparation of meals, dressing, and all household activities. An individual in this level may have difficulty ambulating, and therefore needs full physical help accessing the community. In order to maintain health and safety, an individual in this level will likely need full support in meal planning, obtaining health care and taking medications. Support for medical issues may also be required to ensure people in this level are able to participate in employment activities.</p>
5	<p>All adults in this level have significant behavioral challenges, regardless of their support need to complete daily activities or for medical conditions. Adults in this level may need enhanced 24/7 supports due to their behavioral challenges.</p> <p>* Individuals that meet Level 5 criteria due to behavioral challenges, and have significant medical need (Section 3A score higher than 7) may require additional review to ensure their medical and behavioral needs are addressed appropriately.</p> <p>In this level, an individual has behavioral support needs that are exceptional and require a great amount of assistance. They may have lower support needs in daily living activities but require full physical assistance of support staff to prevent harm to themselves or others. Support needs in this domain include prevention of pica, sexually aggressive behavior, wandering and tantrums, or other forms of self-harm. Given the behavioral challenges experienced by people in this level, employment supports will need to be highly specialized.</p>

Residential Definitions

Agency Home Support (Group home)	A provider managed service location that routinely employs direct care staff to provide direct support services.
Family-Centered Support	No more Family Centered Support will be approved after December 30, 2007. This was a model designed to provide home support to a member in a family environment, with the family and the member sharing a home that is not owned by the member or member's family. The Family Centered Provider must be a Certified Direct Support Professional (DSP).
Shared Living (Foster Care – Adult)	<p>A model in which services are provided to a member by a person who meets all of the requirements of a Direct Support Professional with whom that member shares a home. The home may belong to the provider or the member, but the provider must enter into a contractual relationship with an Administrative Oversight Agency in order to provide services under this model. Only one member may receive services in any one Shared Living arrangement at the same time, unless a relationship existed prior to the service arrangement and the arrangement is approved by DHHS. In such case, no more than two members may be served in any one Shared Living arrangement concurrently.</p> <p>The Shared Living Provider/Direct Support Professional must enter into a contractual relationship with the Administrative Oversight Agency in order to provide services in a Shared Living arrangement. The agency supports the provider in fulfilling the requirements and obligations agreed upon by the DHHS, the Administrative Oversight Agency, and the Personal Plan.</p>
Home Support (Living Alone or with Family)	<p>Direct support is provided in the member's home, by a Direct Support Professional to improve and maintain a member's ability to live as independently as possible. Home Support is direct support to a member and includes primarily habilitative training and/or personal assistance with Activities of Daily Living (ADL) and/or Instrumental Activities of Daily Living (IADL), development, and personal well-being.</p> <p>Within the scope of Home Support, there may be activities that require that the service be carried over into the community. Nothing in this rule is intended to prohibit community inclusion as a reimbursable service accompanied by documentation on the Personal Plan provided that the service has a therapeutic outcome. An example is shopping for food, which may later be prepared in the home. This is allowable as long as it does not duplicate Community Support.</p> <p>Home Support cannot be provided at a Member's employment site.</p>

Paths for Review of SIS Assessment & Support Level Assignment

The following is a general overview of the ways in which the proposed policy and procedure will allow for review of a SIS Assessment or corresponding Support Level assignment. This is a brief overview and you are encouraged to review the entire proposed policy at:

www.maine.gov/dhhs/oads/disability/ds/sis/documents/FinalDraft-Stakeholder7.23.14.pdf

The proposed policy also provides examples of formal request forms to initiate these processes, including timeframes and required documentation that must be submitted for each type of review.

Please remember, this is proposed policy and procedure and will not be effective until the *Supporting Individual Success* initiative goes live in July 2015.

Until then, please contact Jennifer Fales, SIS Manager with questions or concerns at 207-287-4227 or Jennifer.Fales@maine.gov

Interview Protocol: All SIS Assessments are to follow a prescribed protocol of how the interview is conducted, who is present as respondents, and what constitutes a complete SIS interview. If an Individual, Guardian, or Case Manager believes that the SIS Interview Protocol was not adhered to, a request for review of this process can be requested to determine if a re-assessment is needed.

The following are the reasons that could constitute a potential re-assessment of the SIS because the Interview Protocol was not followed:

1. Guardian(s) were not informed of the interview prior to it happening.
2. Guardian(s) expressed that they would like to attend, were not able to attend, and the interview proceeded without them.
3. At least two Respondents who know the Individual were not present throughout the SIS interview.
4. The interview was not conducted face-to-face.
5. Questions in the interview were not explained prior to being scored.
6. Questions were not asked or discussed during the interview.
7. Individual was not present at the interview, or Interviewer did not meet/observe the Individual prior to interview.

For all SIS Assessments completed after July 1, 2014, these requests should be forwarded to Gould Health Services (GHS) through Cherie Wenzel for review. Cherie Wenzel can be contacted at 207-622-7153 ext. 1112 or by email at cwenzel@ghsinc.com

For all SIS Assessments completed prior to July 1, 2014, these requests should be sent to OADS through Jennifer Fales, SIS Manager for review.

NOTE: Because the goal is to have as many Individuals who are currently receiving services and on the waitlist go through a completed SIS assessment prior to the live roll out in July 2015, please submit these requests as soon as there are concerns about a SIS Interview.

Major Life Change: In some cases and Individual may have completed a SIS Assessment and be within their three year renewal period when a Major Life Change occurs that would warrant a review of their support needs.

A Major Life Change is indicated by an event that occurs and lasts six months in duration or longer and meets one of the following categories:

1. A Change in Natural Home/Family living situation including loss of natural supports for an Individual.
2. Loss of living situation that significantly impacts the Individual's support needs.
3. Significant change in Medical health or development of new conditions/diagnosis that pose a significant change to support needs/functioning of an Individual.
4. New/Change in diagnosis of Dementia or related condition that pose a significant change to support needs/functioning of an Individual.
5. New/Change in diagnosis or condition of a serious Mental Health or Behavioral need that pose a significant change to support needs/functioning of an Individual.

When an Individual, Guardian or Case Manager makes a request under Major Life Change review they will be asked to provide documentation around the change to justify the need for a re-assessment of the SIS. This is outlined in the proposed policy and procedures manual.

A Major Life Change review decision does not affect packages or levels, but can only initiate the process for another SIS Assessment prior to the renewal date for an Individual. If a new SIS Assessment is completed this will re-set the three year renewal time period for another SIS to be administered.

Extraordinary Support Need: In any level-based budgeting system, it is expected that a small percentage of Individuals will have extra support needs that are beyond their assigned budget. An Individual, Guardian, or Case Manager can request a formal review based on claim of an Extraordinary Support Need.

To complete a request under Extraordinary Support Need, the person making the request will be required to submit written documentation about the reasons for the request and documentation to support the request. The proposed draft of policy and procedure outlines the required documentation and process for completing a request.

In these cases, the Extraordinary Review Committee will make decisions about if additional support is needed and can grant temporary changes/additions to the base budget for the Individual to assist with their support needs until another SIS Assessment is completed.

Grievance/Appeal Process: If an Individual, Guardian or Case Manager has initiated one or more of the review processes outlined above: Request for Review Based on Interview Protocol, Major Life Change Request and Extraordinary Support Review and has completed the person-centered planning process, and still feel that the needs of the Individual are not appropriately being addressed they can file a grievance in accordance with the Office of Aging & Disabilities Grievance process which can be found on the website at:

www.maine.gov/dhhs/oads/disability/ds/grievance/home.html

Family-Centered Support 1 Person

Proposed Residential Services for 1 Year

SIS Levels	Subtotal
1	\$38,022
2	\$38,022
3	\$38,022
4	\$38,022
5	\$38,022

For each of the tables on the left, first find the assigned SIS level. Then follow along that row to find the proposed budget amounts.

Table 1 shows the subtotal of the proposed annual residential budget for people in each level living in this setting.

Proposed Day Services by hours per week for 1 Year*

SIS Levels	Community Support Hours	Work Support Hours	Subtotal
1	10	12	\$26,424
2	10	12	\$26,820
3	10	12	\$26,820
4	15	10	\$33,150
5	15	10	\$33,150

Table 2 shows the subtotal based on the proposed number of hours per week for community support and work support for people in each level.

***Note:** The hours listed in this table are not imposed limits. People will be able to choose how many hours of community support and work support they prefer while staying within their total budget.

Total Budget

SIS Levels	Total Budget
1	\$64,446
2	\$64,842
3	\$64,842
4	\$71,172
5	\$71,172

Table 3 shows the total annual budget amount for people in each level living in this setting.

**Table 1 Subtotal + Table 2 Subtotal =
Table 3 Total Budget**

Family-Centered Support 1 Person Increased Support

Proposed Residential Services for 1 Year

SIS Levels	Subtotal
1	\$79,190
2	\$79,190
3	\$79,190
4	\$79,190
5	\$79,190

For each of the tables on the left, first find the assigned SIS Level. Then follow along that row to find the proposed budget amounts.

Table 1 shows a subtotal of the proposed annual budget for people in each level living in this setting.

Proposed Day Services by hours per week for 1 Year*

SIS Levels	Community Support Hours	Work Support Hours	Subtotal
1	10	12	\$26,424
2	10	12	\$26,820
3	10	12	\$26,820
4	15	10	\$33,150
5	15	10	\$33,150

Table 2 shows a subtotal based on the proposed number of hours per week for community support and work support for people in each level.

***Note:** The hours listed in this table are not imposed limits. People will be able to choose how many hours of community support and work support they prefer while staying within their total budget.

Total Budget

SIS Levels	Total Budget
1	\$105,615
2	\$106,010
3	\$106,010
4	\$112,340
5	\$112,340

Table 3 shows the total annual budget amount for people in each level living in this setting.

**Table 1 Subtotal + Table 2 Subtotal =
Table 3 Total Budget**

Family-Centered Support 2 Person

Proposed Residential Services for 1 Year

SIS Levels	Subtotal
1	\$31,317
2	\$31,317
3	\$31,317
4	\$31,317
5	\$31,317

For each of the tables on the left, first find the assigned SIS level. Then follow along that row to find the proposed budget amounts.

Table 1 shows the subtotal of the proposed annual residential budget for people in each level living in this setting.

Proposed Day Services by hours per week for 1 Year*

SIS Levels	Community Support Hours	Work Support Hours	Subtotal
1	10	12	\$26,424
2	10	12	\$26,820
3	10	12	\$26,820
4	15	10	\$33,150
5	15	10	\$33,150

Table 2 shows the subtotal based on the proposed number of hours per week for community support and work support for people in each level.

***Note:** The hours listed in this table are not imposed limits. People will be able to choose how many hours of community support and work support they prefer while staying within their total budget.

Total Budget

SIS Levels	Total Budget
1	\$57,741
2	\$58,137
3	\$58,137
4	\$64,467
5	\$64,467

Table 3 shows the total annual budget amount for people in each level living in this setting.

**Table 1 Subtotal + Table 2 Subtotal =
Table 3 Total Budget**

Family Centered Support 2 Person Increased Support

Proposed Residential Services for 1 Year

SIS Levels	Subtotal
1	\$71,825
2	\$71,825
3	\$71,825
4	\$71,825
5	\$71,825

For each of the tables on the left, first find the assigned SIS level. Then follow along that row to find the proposed budget amounts.

Table 1 shows a subtotal of the proposed annual budget for people in each level living in this setting.

Proposed Day Services by hour per week for 1 Year

SIS Levels	Community Support Hours	Work Support Hours	Subtotal
1	10	12	\$26,424
2	10	12	\$26,820
3	10	12	\$26,820
4	15	10	\$33,150
5	15	10	\$33,150

Table 2 shows a subtotal based on the proposed number of hours per week for community support and work support for people in each level.

***Note:** The hours listed in this table are not imposed limits. People will be able to choose how many hours of community support and work support they prefer while staying within their total budget.

Total Budget

SIS Levels	Total Budget
1	\$98,249
2	\$98,644
3	\$98,644
4	\$104,975
5	\$104,975

Table 3 shows the total annual budget amount for people in each level living in this setting.

**Table 1 Subtotal + Table 2 Subtotal =
Table 3 Total Budget**

Family-Centered Support 3 Person

Proposed Residential Services for 1 Year

SIS Levels	Subtotal
1	\$26,700
2	\$26,700
3	\$26,700
4	\$26,700
5	\$26,700

For each of the tables on the left, first find the assigned SIS level. Then follow along that row to find the proposed budget amounts.

Table 1 shows the subtotal of the proposed annual residential budget for people in each level living in this setting.

Proposed Day Services by hours per week for 1 Year*

SIS Levels	Community Support Hours	Work Support Hours	Subtotal
1	10	12	\$26,424
2	10	12	\$26,820
3	10	12	\$26,820
4	15	10	\$33,150
5	15	10	\$33,150

Table 2 shows the subtotal based on the proposed number of hours per week for community support and work support for people in each level.

***Note:** The hours listed in this table are not imposed limits. People will be able to choose how many hours of community support and work support they prefer while staying within their total budget.

Total Budget

SIS Levels	Total Budget
1	\$53,124
2	\$53,519
3	\$53,519
4	\$59,850
5	\$59,850

Table 3 shows the total annual budget amount for people in each level living in this setting.

**Table 1 Subtotal + Table 2 Subtotal =
Table 3 Total Budget**

Family-Centered Support 3 Person Increased Support

Proposed Residential Services for 1 Year

SIS Levels	Subtotal
1	\$65,116
2	\$65,116
3	\$65,116
4	\$65,116
5	\$65,116

For each of the tables on the left, first find the assigned SIS level. Then follow along that row to find the proposed budget amounts.

Table 1 shows a subtotal of the proposed annual budget for people in each level living in this setting.

Proposed Day Services by hour per week for 1 Year*

SIS Levels	Community Support Hours	Work Support Hours	Subtotal
1	10	12	\$26,424
2	10	12	\$26,820
3	10	12	\$26,820
4	15	10	\$33,150
5	15	10	\$33,150

Table 2 shows a subtotal based on the proposed number of hours per week for community support and work support for people in each level.

***Note:** The hours listed in this table are not imposed limits. People will be able to choose how many hours of community support and work support they prefer while staying within their total budget.

Total Budget

SIS Levels	Total Budget
1	\$90,540
2	\$91,936
3	\$91,936
4	\$96,266
5	\$96,266

Table 3 shows the total annual budget amount for people in each level living in this setting.

Table 1 Subtotal + Table 2 Subtotal = Table 3 Total Budget

Family-Centered Support 4 Person

Proposed Residential Services for 1 Year

SIS Levels	Subtotal
1	\$22,626
2	\$22,626
3	\$22,626
4	\$22,626
5	\$22,626

For each of the tables on the left, first find the assigned SIS level. Then follow along that row to find the proposed budget amounts.

Table 1 shows the subtotal of the proposed annual residential budget for people in each level living in this setting.

Proposed Day Services by hours per week for 1 Year*

SIS Levels	Community Support Hours	Work Support Hours	Subtotal
1	10	12	\$26,424
2	10	12	\$26,820
3	10	12	\$26,820
4	15	10	\$33,150
5	15	10	\$33,150

Table 2 shows the subtotal based on the proposed number of hours per week for community support and work support for people in each level.

***Note:** The hours listed in this table are not imposed limits. People will be able to choose how many hours of community support and work support they prefer while staying within their total budget.

Total Budget

SIS Levels	Total Budget
1	\$49,051
2	\$49,446
3	\$49,446
4	\$55,776
5	\$55,776

Table 3 shows the total annual budget amount for people in each level living in this setting.

**Table 1 Subtotal + Table 2 Subtotal =
Table 3 Total Budget**

Family Centered Support 4 Person Increased Support

Proposed Residential Services for 1 Year

SIS Levels	Subtotal
1	\$59,188
2	\$59,188
3	\$59,188
4	\$59,188
5	\$59,188

For each of the tables on the left, first find the assigned SIS level. Then follow along that row to find the proposed budget amounts.

Table 1 shows a subtotal of the proposed annual budget for people in each level living in this setting.

Proposed Day Services by hour per week for 1 Year*

SIS Levels	Community Support Hours	Work Support Hours	Subtotal
1	10	12	\$26,424
2	10	12	\$26,820
3	10	12	\$26,820
4	15	10	\$33,150
5	15	10	\$33,150

Table 2 shows a subtotal based on the proposed number of hours per week for community support and work support for people in each level.

***Note:** The hours listed in this table are not imposed limits. People will be able to choose how many hours of community support and work support they prefer while staying within their total budget.

Total Budget

SIS Levels	Total Budget
1	\$85,613
2	\$86,008
3	\$86,008
4	\$92,338
5	\$92,338

Table 3 shows the total annual budget amount for people in each level living in this setting.

**Table 1 Subtotal + Table 2 Subtotal =
Table 3 Total Budget**

Family-Centered Support 5 Person

Proposed Residential Services for 1 Year

SIS Levels	Subtotal
1	\$20,181
2	\$20,181
3	\$20,181
4	\$20,181
5	\$20,181

For each of the tables on the left, first find the assigned SIS level. Then follow along that row to find the proposed budget amounts.

Table 1 shows the subtotal of the proposed annual residential budget for people in each level living in this setting.

Proposed Day Services by hours per week for 1 Year*

SIS Levels	Community Support Hours	Work Support Hours	Subtotal
1	10	12	\$26,424
2	10	12	\$26,820
3	10	12	\$26,820
4	15	10	\$33,150
5	15	10	\$33,150

Table 2 shows the subtotal based on the proposed number of hours per week for community support and work support for people in each level.

***Note:** The hours listed in this table are not imposed limits. People will be able to choose how many hours of community support and work support they prefer while staying within their total budget.

Total Budget

SIS Levels	Total Budget
1	\$46,605
2	\$47,000
3	\$47,000
4	\$53,331
5	\$53,331

Table 3 shows the total annual budget amount for people in each level living in this setting.

**Table 1 Subtotal + Table 2 Subtotal =
Table 3 Total Budget**

Family Centered Support 5 Person Increased Support

Proposed Residential Services for 1 Year

SIS Levels	Subtotal
1	\$55,633
2	\$55,633
3	\$55,633
4	\$55,633
5	\$55,633

For each of the tables on the left, first find the assigned SIS level. Then follow along that row to find the proposed budget amounts.

Table 1 shows a subtotal of the proposed annual budget for people in each level living in this setting.

Proposed Day Services by hours per week for 1 Year

SIS Levels	Community Support Hours	Work Support Hours	Subtotal
1	10	12	\$26,424
2	10	12	\$26,820
3	10	12	\$26,820
4	15	10	\$33,150
5	15	10	\$33,150

Table 2 shows a subtotal based on the proposed number of hours per week for community support and work support for people in each level.

***Note:** The hours listed in this table are not imposed limits. People will be able to choose how many hours of community support and work support they prefer while staying within their total budget.

Total Budget

SIS Levels	Total Budget
1	\$82,058
2	\$82,453
3	\$82,453
4	\$88,783
5	\$88,783

Table 3 shows the total annual budget amount for people in each level living in this setting.

**Table 1 Subtotal + Table 2 Subtotal
= Table 3 Total Budget**

Group Home 1 Person

Proposed Residential Services for 1 Year

SIS Levels	Residential Subtotal
1	\$176,015
2	\$176,467
3	\$176,467
4	\$200,792
5	\$200,792

For each of the tables on the left, first find the assigned SIS level. Then follow along that row to find the proposed budget amounts.

Table 1 shows the subtotal of the proposed annual residential budget for people in each level living in this setting.

Proposed Day Services by hours per week for 1 Year*

SIS Levels	Community Support Hours	Work Support Hours	Subtotal
1	10	12	\$26,424
2	12	12	\$28,604
3	12	12	\$28,604
4	20	10	\$39,229
5	20	10	\$39,229

Table 2 shows the subtotal based on the proposed number of hours per week for community support and work support for people in each level.

***Note:** The hours listed in this table are not imposed limits. People will be able to choose how many hours of community support and work support they prefer while staying within their total budget.

Total Budget

SIS Levels	Total Budget
1	\$202,439
2	\$205,071
3	\$205,071
4	\$240,020
5	\$240,020

Table 3 shows the total annual budget amount for people in each level living in this setting.

**Table 1 Subtotal + Table 2 Subtotal
= Table 3 Total Budget**

Group Home 2 Person

Proposed Residential Services for 1 Year

SIS Levels	Residential Subtotal
1	\$107,657
2	\$112,175
3	\$112,175
4	\$137,519
5	\$137,519

For each of the tables on the left, first find the assigned SIS level. Then follow along that row to find the proposed budget amounts.

Table 1 shows the subtotal of the proposed annual residential budget for people in each level living in this setting.

Proposed Day Services by hours per week for 1 Year*

SIS Levels	Community Support Hours	Work Support Hours	Subtotal
1	10	12	\$26,424
2	12	12	\$28,604
3	12	12	\$28,604
4	20	10	\$39,229
5	20	10	\$39,229

Table 2 shows the subtotal based on the proposed number of hours per week for community support and work support for people in each level.

***Note:** The hours listed in this table are not imposed limits. People will be able to choose how many hours of community support and work support they prefer while staying within their total budget.

Total Budget

SIS Levels	Total Budget
1	\$134,081
2	\$140,779
3	\$140,779
4	\$176,747
5	\$176,747

Table 3 shows the total annual budget amount for people in each level living in this setting.

**Table 1 Subtotal + Table 2 Subtotal
= Table 3 Total Budget**

Group Home 3 Person

Proposed Residential Services for 1 year

SIS Levels	Residential Subtotal
1	\$81,393
2	\$85,915
3	\$85,915
4	\$125,699
5	\$125,699

For each of the tables on the left, first find the assigned SIS level. Then follow along that row to find the proposed budget amounts.

Table 1 shows the subtotal of the proposed annual residential budget for people in each level living in this setting.

Proposed Day Services by hours per week for 1 Year*

SIS Levels	Community Support Hours	Work Support Hours	Subtotal
1	10	12	\$26,424
2	12	12	\$28,604
3	12	12	\$28,604
4	20	10	\$39,229
5	20	10	\$39,229

Table 2 shows the subtotal based on the proposed number of hours per week for community support and work support for people in each level.

***Note:** The hours listed in this table are not imposed limits. People will be able to choose how many hours of community support and work support they prefer while staying within their total budget.

Total Budget

SIS Levels	Total Budget
1	\$107,817
2	\$114,519
3	\$114,519
4	\$164,928
5	\$164,928

Table 3 shows the total annual budget amount for people in each level living in this setting.

Table 1 Subtotal + Table 2 Subtotal = Table 3 Total Budget

Group Home 4 or more Persons

Proposed Residential Services for 1 year

SIS Levels	Residential Subtotal
1	\$66,063
2	\$80,581
3	\$80,581
4	\$122,287
5	\$122,287

For each of the tables on the left, first find the assigned SIS level. Then follow along that row to find the proposed budget amounts.

Table 1 shows the subtotal of the proposed annual residential budget for people in each level living in this setting.

Proposed Day Services by hours per week for 1 Year*

SIS Levels	Community Support Hours	Work Support Hours	Subtotal
1	10	12	\$26,424
2	12	12	\$28,604
3	12	12	\$28,604
4	20	10	\$39,229
5	20	10	\$39,229

Table 2 shows the subtotal based on the proposed number of hours per week for community support and work support for people in each level.

***Note:** The hours listed in this table are not imposed limits. People will be able to choose how many hours of community support and work support they prefer while staying within their total budget.

Total Budget

SIS Levels	Total Budget
1	\$92,487
2	\$109,185
3	\$109,185
4	\$161,515
5	\$161,515

Table 3 shows the total annual budget amount for people in each level living in this setting.

**Table 1 Subtotal + Table 2 Subtotal
= Table 3 Total Budget**

Shared Living 1 Person

Proposed Residential Services for 1 Year

SIS Levels	Subtotal
1	\$46,059
2	\$46,059
3	\$46,059
4	\$46,059
5	\$46,059

For each of the tables on the left, first find the assigned SIS level. Then follow along that row to find the proposed budget amounts.

Table 1 shows the subtotal of the proposed annual residential budget for people in each level living in this setting.

Proposed Day Services by hours per week for 1 Year*

SIS Levels	Community Support Hours	Work Support Hours	Subtotal
1	10	12	\$26,424
2	10	12	\$26,820
3	10	12	\$26,820
4	15	10	\$33,150
5	15	10	\$33,150

Table 2 shows the subtotal based on the proposed number of hours per week for community support and work support for people in each level.

***Note:** The hours listed in this table are not imposed limits. People will be able to choose how many hours of community support and work support they prefer while staying within their total budget.

Total Budget

SIS Levels	Total Budget
1	\$72,424
2	\$72,879
3	\$72,879
4	\$79,209
5	\$79,209

Table 3 shows the total annual budget amount for people in each level living in this setting.

**Table 1 Subtotal + Table 2 Subtotal
= Table 3 Total Budget**

Shared Living 1 Person Increased Support

Proposed Residential Services for 1 Year

SIS Levels	Subtotal
1	\$66,985
2	\$66,985
3	\$66,985
4	\$66,985
5	\$66,985

For each of the tables on the left, first find the assigned SIS level. Then follow along that row to find the proposed budget amounts.

Table 1 shows a subtotal of the proposed annual budget for people in each level living in this setting.

Proposed Day Services by hours per week for 1 Year

SIS Levels	Community Support Hours	Work Support Hours	Subtotal
1	10	12	\$26,424
2	10	12	\$26,820
3	10	12	\$26,820
4	15	10	\$33,150
5	15	10	\$33,150

Table 2 shows a subtotal based on the proposed number of hours per week for community support and work support for people in each level.

***Note:** The hours listed in this table are not imposed limits. People will be able to choose how many hours of community support and work support they prefer while staying within their total budget.

Total Budget

SIS Levels	Total Budget
1	\$93,409
2	\$93,804
3	\$93,804
4	\$100,135
5	\$100,135

Table 3 shows the total annual budget amount for people in each level living in this setting.

**Table 1 Subtotal + Table 2 Subtotal =
Table 3 Total Budget**

Shared Living 2 Person

Proposed Residential Services for 1 Year

SIS Levels	Subtotal
1	\$23,032
2	\$23,032
3	\$23,032
4	\$23,032
5	\$23,032

For each of the tables on the left, first find the assigned SIS level. Then follow along that row to find the proposed budget amounts.

Table 1 shows the subtotal of the proposed annual residential budget for people in each level living in this setting.

Proposed Day Services by hours per week for 1 Year*

SIS Levels	Community Support Hours	Work Support Hours	Subtotal
1	10	12	\$26,424
2	10	12	\$26,820
3	10	12	\$26,820
4	15	10	\$33,150
5	15	10	\$33,150

Table 2 shows the subtotal based on the proposed number of hours per week for community support and work support for people in each level.

***Note:** The hours listed in this table are not imposed limits. People will be able to choose how many hours of community support and work support they prefer while staying within their total budget.

Total Budget

SIS Levels	Total Budget
1	\$49,456
2	\$49,851
3	\$49,851
4	\$56,182
5	\$56,182

Table 3 shows the total annual budget amount for people in each level living in this setting.

**Table 1 Subtotal + Table 2 Subtotal
= Table 3 Total Budget**

Shared Living 2 Person Increased Support

Proposed Residential Services for 1 Year

SIS Levels	Subtotal
1	\$43,953
2	\$43,953
3	\$43,953
4	\$43,953
5	\$43,953

For each of the tables on the left, first find the assigned SIS level. Then follow along that row to find the proposed budget amounts.

Table 1 shows a subtotal of the proposed annual budget for people in each level living in this setting.

Proposed Day Services by hours per week for 1 Year

SIS Levels	Community Support Hours	Work Support Hours	Subtotal
1	10	12	\$26,424
2	10	12	\$26,820
3	10	12	\$26,820
4	15	10	\$33,150
5	15	10	\$33,150

Table 2 shows a subtotal based on the proposed number of hours per week for community support and work support for people in each level.

***Note:** The hours listed in this table are not imposed limits. People will be able to choose how many hours of community support and work support they prefer while staying within their total budget.

Total Budget

SIS Levels	Total Budget
1	\$70,378
2	\$70,773
3	\$70,773
4	\$77,103
5	\$77,103

Table 3 shows the total annual budget amount for people in each level living in this setting.

**Table 1 Subtotal + Table 2 Subtotal
= Table 3 Total Budget**

Semi-Independent Supported Living

Proposed Residential Services for 1 Year

SIS Levels	Subtotal
1	\$54,695
2	\$67,715
3	\$67,715
4	\$84,140
5	\$84,140

For each of the tables on the left, first find the assigned SIS level. Then follow along that row to find the proposed budget amounts.

Table 1 shows the subtotal of the proposed annual residential budget for people in each level living in this setting.

Proposed Day Services by hours per week for 1 Year*

SIS Levels	Community Support Hours	Work Support Hours	Subtotal
1	10	12	\$26,424
2	12	12	\$28,604
3	12	12	\$28,604
4	20	10	\$39,229
5	20	10	\$39,229

Table 2 shows the subtotal based on the proposed number of hours per week for community support and work support for people in each level.

***Note:** The hours listed in this table are not imposed limits. People will be able to choose how many hours of community support and work support they prefer while staying within their total budget.

Total Budget

SIS Levels	Total Budget
1	\$81,119
2	\$96,319
3	\$96,319
4	\$123,369
5	\$123,369

Table 3 shows the total annual budget amount for people in each level living in this setting.

**Table 1 Subtotal + Table 2 Subtotal =
Table 3 Total Budget**

Living Independently

Proposed Residential Services for 1 Year*

SIS Levels	Home Support hours each week	Subtotal
1	28	\$43,214
2	40	\$61,734
3	40	\$61,734
4	64	\$93,101
5	64	\$93,101

For each of the tables, first find the assigned SIS level. Then follow along that row to find the proposed budget amounts.

Table 1 shows the home support hours and subtotal of the proposed annual residential services budget for people in each level living in this setting.

Proposed Day Services by hours per week for 1 Year*

SIS Levels	Community Support Hours	Work Support Hours	Subtotal
1	10	12	\$26,424
2	10	12	\$26,820
3	10	12	\$26,820
4	15	10	\$33,150
5	15	10	\$33,150

Table 2 shows the subtotal based on the proposed number of hours per week for community support and work support for people in each level.

***Note:** The hours listed in these tables are not imposed limits. People will be able to choose how many hours of each service they prefer while staying within their total budget.

Total Budget

SIS Levels	Total Budget
1	\$69,638
2	\$88,554
3	\$88,554
4	\$126,251
5	\$126,251

Table 3 shows the total annual budget amount for people in each level living in this setting.

**Table 1 Subtotal + Table 2 Subtotal +
Table 3 Subtotal =
Table 4 Total Budget**

Living with Family or Other Caregivers

Table 1: Proposed Residential Services for 1 Year*

SIS Levels	Home Support hours each week	Subtotal
1	20	\$30,867
2	24	\$37,041
3	24	\$37,041
4	48	\$72,534
5	48	\$72,534

Table 2: Proposed Respite*

SIS Levels	Total Hours Each Year	Subtotal
1	350	\$8,736
2	350	\$8,736
3	350	\$8,736
4	350	\$8,736
5	350	\$8,736

Table 3: Proposed Day Services by hours per week for 1 Year*

SIS Levels	Community Support Hours	Work Support Hours	Subtotal
1	10	12	\$26,424
2	10	12	\$26,820
3	10	12	\$26,820
4	15	10	\$33,150
5	15	10	\$33,150

Table 4: Total Budget

SIS Levels	Total Budget
1	\$66,027
2	\$72,597
3	\$72,597
4	\$114,420
5	\$114,420

For each of the tables, first find the assigned SIS level. Then follow along that row to find the proposed budget amounts.

Table 1 shows the subtotal of the proposed annual residential services budget for people in each level living in this setting.

Table 2 shows the subtotal based on the number of hours available for respite per year.

Table 3 shows the subtotal based on the proposed number of hours per week for community support and work support for people in each level.

Table 4 shows the total annual budget amount for people in each level living in this setting.

(Table 1 Subtotal + Table 2 Subtotal + Table 3 Subtotal = Table 4 Total Budget)

***Note:** The hours listed in these tables are not imposed limits. People will be able to choose how many hours of each service they prefer while staying within their total budget.

Frequently Asked Questions

1. What is Supporting Individual Success?

The Office of Aging and Disability Services (OADS) is making changes to services to make sure that people with intellectual disabilities and autism can get the supports they need, be in charge of their lives, and be a part of their communities. We call this new effort *Supporting Individual Success* or SIS.

2. Why is OADS Implementing the Supporting Individual Success initiative?

OADS is committed to people with intellectual disabilities and autism getting the services and supports they need to live, love, play, and reach for their goals just as others do in their community.

We want make sure that services are:

- Fair for everyone.
- Based on a person's needs and choices.
- Available when people need them (no long waits for services).

To reach our goals, we must:

- Build on our successes.
- Be willing to change some of how and what we've been doing.
- Balance our goals with the best use of the dollars we have.

3. How will it work?

There are five (5) main steps in the process.



- 1) The individual will have a Supports Intensity Scale® interview to assess their support needs.
- 2) They will be assigned to a supports level (1-5) based on their needs.
- 3) Based on their level, they will get a Base Budget for services they need. They will know their level and base budget *before* planning for services.
- 4) They will meet with their case manager and providers that support them (if any) to get ready for their person-centered planning meeting. Then, they will have the person-centered planning meeting and plan for the life they want with the supports they need.
- 5) The case manager will get everything ready for services to start or continue.

4. What is the Supports Intensity Scale® (SIS)?

The Supports Intensity Scale (SIS) is a nationally recognized, valid and reliable assessment tool developed by the American Association on Intellectual and Developmental Disabilities (AAIDD). The SIS is strengths-based and focuses on a person's daily support needs.

5. How does the assessment occur?

A SIS interviewer who is trained and recognized by AAIDD will use the SIS to measure a person's individual support needs. The interview usually takes about one and a half to two hours. Some interviews may take up to three hours. The amount of time it takes depends on a number of factors, including the individual's attention span and the number of people in the group. The interview may be held in a variety of locations that offer privacy and comfort such as a person's home, where he or she spends the day, or someplace else like an office.

6. Who will participate in a SIS Interview?

Participants in the interview include **Respondents** and **Observers**. Respondents and observers will stay until the interview is completed. The person served may leave at any time.

Respondents: People who answer questions during the interview. The person receiving services can be a respondent. Other respondents must know the person well and be very familiar with their day-to-day support needs also participate as respondents. They must have known the person for at least three months and have had recent opportunities to support the person in one or more environments for at least several hours per setting. Respondents are typically direct support staff, or family members who provide daily support to the person. In addition to direct support staff from the home, support staff from community and work settings may be respondents.

Observers: Attend the interview, but do not answer questions. The case manager participates in the SIS interview and will act as an observer if he or she is not familiar with the person's daily support needs. A guardian or family member may be a respondent or an observer, depending on their involvement in daily support to the person. When there are enough respondents, the case manager may act as an observer. Observers may include advocates.

7. What kind of questions will be asked in the interview?

The interviewer will ask about the supports a person needs at home, in the community, with friends, and at school or work at this date in time. Other questions will focus on a person's needs in the areas of health and safety and essential medical and behavioral supports.

8. How will the interview identify people with extraordinary needs?

Answers on specific SIS questions will indicate that a person may have extraordinary medical or behavioral needs. The SIS interviewer will then ask a series of supplemental questions to gather additional information. Individuals, identified through this process as having extraordinary needs, will receive a comprehensive record review to ensure that the SIS has accurately captured their current support needs.

9. What happens after the SIS interview?

The SIS interviewer will send a report of the assessment results to the case manager after the interview. The case manager will then share the SIS results with the person-served and his or her guardian if there is one. With the person's permission, the case manager may send the report to the person's provider agencies.

10. Does the SIS interview replace a Person-Centered Planning meeting?

No. The Person-Centered Planning meeting will continue to be held once a year for every person served. The SIS interviews will be held once every three years. Information on the person's support needs from the SIS will be used to help inform the Person-Centered Plan. You can get a lot of information during an interview that is useful in developing a plan. The SIS is a conversation starter!

11. Will the SIS assessment change eligibility for the Medicaid Waiver?

No.

12. What are the levels?

Each person will be assigned a level based on their support needs. People in Level 1 have the least level of support need and people in Level 5 have the highest. Level 4 takes care of people with extraordinary medical support needs and Level 5 takes care of people with really high behavioral support needs.



13. Will people who are assigned to Level 1 need to move out of their group home?

No. No one will be forced out of their current home. This is absolutely NOT one of the intentions of Supporting Individual Success. Everyone getting residential care before July 1, 2015 will still be able to get residential care once the changes take place. The changes will affect people moving off the waitlists and into services. In the future, when new people start services and are assigned to Level 1, they will be offered service options that encourage independence and will not have funding for 24/7 home support or residential care.

14. What if an individual feels their assigned level and budget does not meet their support needs? Is there a grievance process?

After July 1, 2015, if an individual feels that their support level and budget does not meet their support needs, there are several options.

- a) They can file a formal grievance through their case manager or using the grievance process that is under development. You will be notified of this process as soon as it is finalized.
- b) They can make an “exceptional needs request” if they don’t think their level includes enough support hours to cover their support needs.
- c) They can also ask for a Supports Intensity Scale (SIS) re-assessment if they have had a “major life change”, such as becoming sick, hurt, or experience behavioral, medical, and mental health changes that impact their support needs for longer than six months.
- d) After the person-centered planning process, and if they have gone through the options above, and still feel their plan of support will not meet their needs, they can file an appeal. Their case manager can help them with this process or the Disability Rights Center.

15. Where can I get more information about Supporting Individual Success?

OADS has engaged with self-advocates, providers, advocates and others in several ways to gather input and share information about this initiative.

For more information about the *Supporting Individual Success*, visit the OADS website at <http://www.maine.gov/dhhs/oads/disability/ds/sis/>